



Policy: 2401
Procedure: 2401.01
Chapter: Facilities Management
Rule: Signage

Effective: 07/10/08
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Facilities Management establishes standards for the construction, installation, and display of both permanent and temporary signs on all ADJC campuses in order to promote public health, reduce hazards from confusing or incorrect signage, and to promote the agency. This procedure applies to all campus offices, auxiliaries, affiliates, and related organizations and supersedes all preceding secure facility policies and procedures pertaining to signs, posters, and banners related to the physical plant but not applicable to the individual treatment programs.

Rules:

1. Permanent Signage

- a. **ALL ADJC EMPLOYEES** wishing to erect, install, affix or otherwise attach to any building, structure, or landscape feature any bulletin board or permanent sign on ADJC property, both interior and exterior, shall obtain the approval of The Facilities Management Administrator and Support Services Assistant Director or their designees. Permanent signage includes:
 - i. Awning signs;
 - ii. Commemorative plaques;
 - iii. Fixed signs;
 - iv. Flags;
 - v. Government signs;
 - vi. Landmarks;
 - vii. Banners; and
 - viii. Bulletins
- b. Any use of ADJC symbols shall conform to the graphic standards of the secure facility (See Graphic Standards Guidebook);
- c. **THE MAINTENANCE DEPARTMENT** shall install or supervise the installation of any permanent signage.

2. Temporary Signage

- a. **ALL ADJC EMPLOYEES, INCLUDING TEMPORARY AND CONTRACTED STAFF, AND OUTSIDE VENDORS OR ORGANIZATIONS** wishing to post temporary signage shall obtain the approval of the Support Services Assistant Director or his/her designee;
- b. All temporary signage shall have the name and contact information of the sponsor (organization or person) clearly stated;
- c. Temporary signage includes:
 - i. Banners;
 - ii. Flyers;
 - iii. Posters; and
 - iv. Bulletin boards

3. Prohibitions

- a. **ADJC EMPLOYEES** shall **NOT** do the following without obtaining permission from the Support Services Assistant Director or his/her designee:
 - i. Tack, post, paint, mark, write, glue, tape, or otherwise affix signage to any ADJC wall, door, window, tree, pole, structures, roads, or walkways;

- ii. Erect, attach, alter, locate, or relocate any ADJC signage within the confines of a secure facility, or utilize wordage, symbols, or other visual devices on signage erected or located off campus; and
 - iii. Use ADJC symbols on any signage either on or off ADJC property that advertises an event, activity, or business with the secure facility.
 - b. **ADJC EMPLOYEES** shall **NOT** display any signage advocating a partisan political issue or candidate for political office.
 - c. **ADJC EMPLOYEES** shall **NOT** display any signage that does not conform with ADJC mission, values, or programs on ADJC property.
4. **Maintenance/Removal**
- a. **ADJC EMPLOYEES** shall maintain signs in good structural condition at all times;
 - b. **ADJC EMPLOYEES** shall keep all painted signs neatly painted, including all metal parts and supports;
 - c. **FACILITIES MANAGEMENT** shall inspect and have the authority to alter, repair, or remove signs that have become dilapidated or pose a physical hazard;
 - i. The **MAINTENANCE SUPERVISORS** shall be responsible for removing any signage that does not adhere to this procedure at the Secure Facilities.
 - ii. The **FACILITIES MANAGEMENT ADMINISTRATOR** shall be responsible for removing any signage that does not adhere to this procedure at Central Office.

Signature Date

7/9/08

Approved by Process Owner

Jose De La Torre
Jose De La Torre, Facilities Management
Administrator

Effective Date

7/9/08

Approved by

Michael D. Branham
Michael D. Branham, Director